



Funding Proposal for American Recovery and Reinvestment Act Interns

Organizational Overview:

The Louisville at Work Team was created by Mayor Abramson to manage the implementation of the American Recovery and Reinvestment Act for the community of Louisville Metro. To centralize the Recovery Act management for Louisville Metro, the Louisville at Work Oversight Team was created. The primary charge of the Louisville at Work Oversight Team is to the comply with the Transparency and Accountability Requirements of the Recovery Act, communicate about Recovery Act activities to the public, ensure robust project management and position Louisville Metro in a competitive position to win the greatest amount of Recovery Act competitive grants as possible.

Required Proposed Format:

The Louisville at Work Oversight Team is currently seeking stipends for its three unpaid interns: Constance Barr, Quinn Pregliasco and Pamela Selle.

Constance Barr is a full-time JD/MUP student at the Brandies School of Law and School of Urban and Public Affairs at the University of Louisville. Constance joined the Louisville at Work Oversight Team as an unpaid intern May 4, 2009. She works 40 hours each week and is currently receiving 3 credit hours for her services for the first five weeks of work; thereafter she will volunteer with the Louisville at work Oversight Team, working 40 hours each week until August 17. The Louisville at Work Oversight Team is seeking a stipend of up to \$3,000 for her services.

Quinn Pregliasco is a Louisville native and honors student at American University in Washington D.C. Quinn joined the Louisville at Work Team on May 11, 2009. She volunteers with the Louisville at Work Oversight Team for 20 hours each week and will do so until July 30. The Louisville at Work Oversight Team is seeking a stipend of up to \$2,000 for her services.

Pamela Selle is a Louisville native and honors student at DePauw University in Indiana. Pamela joined the Louisville at Work Team on May 18, 2009. She volunteers with the Louisville at Work Oversight Team for 20 hours each week and will do so until August 21. The Louisville at Work Oversight Team is seeking a stipend of up to \$2,200 for her services.

Name	Start Date-End Date	Hours per week	Total Request
Constance Barr	May 4 - August 17	40	\$3,000
Quinn Pregliasco	May 11 - July 30	20	\$2,000
Pamela Selle	May 18 – August 21	20	\$2,200
Total			\$7,200



Summary/Overview Description of Job Assignment

The interns will report to the Louisville at Work Oversight Team

The interns will help the Louisville at Work Team effort in the following areas: Program and Policy Analysis, Website Maintenance and Construction, Documentation, Administrative Tasks, Writing Reports and Research

Program and Policy Analysis: interns will analyze federal and state funding streams as they relate to the American Recovery and Reinvestment Act (ARRA). Interns will identify grant opportunities and program areas of interest to 10 Louisville at Work Teams. This process involves scanning recovery.gov, grants.gov, federal and state recovery websites and other websites, publications and sources of information as they relate to the ARRA. Interns will read and interpret financial and weekly reports from federal agencies.

Website Maintenance and Construction: interns will recommend webpage templates and contribute to the maintenance, construction and design of www.louisvilleky.gov/recovery. This task involves organizing all electronic web files and posting documents to the Louisville at Work website as those documents become available. Interns will also monitor federal, state, and local government recovery websites and report to the Accountability and Oversight ARRA support team on best practices for conveying information in a simple format to the public.

Documentation: interns will design and recommend templates for Project Trackers, Data Capture forms, Work Team meeting reports, and other forms. Interns with advanced Office Suite skills will help design an electronic document reporting system for internal use which includes a method of linking spreadsheets and merging word documents. Interns will convert documents from word to excel. Interns will standardize and review all documents and create professional reports using Microsoft Office Suite. Interns will also help design PowerPoint presentations to Metro Council and the public.

Administrative Tasks: interns will assist the Louisville at Work Oversight Team in note taking, editing, writing, meeting scheduling and preparation, copying, proofing, making phone calls and other administrative tasks. Interns will organize files in folders and maintain binders.

Writing Reports: interns will draft a report describing Mayor Abramson's implementation of the ARRA. Interns will also write policies and procedures for ARRA activities.

Research: interns will research local government best practices as related to ARRA activities. Interns will also assist project managers with identifying best practices for specific ARRA funded programs.



Constance Lynn Barr

1900 Wickham Way
Louisville, KY 40223
502-394-9691

Education

- Will receive JD (Juris Doctor) / MUP (Master of Urban Planning). 2011
- Completed third semester at University of Louisville Brandeis School of Law. 2008
 - Law GPA: 3.246
 - Law Class rank: top quarter (34/170)
 - MUP GPA: 3.9
- Bachelor of Science in Geography with concentration in Environmental Analysis,
summa cum laude, University of Louisville. 2006

Awards and Affiliations

- Inducted into the Woodcock Society, University of Louisville's oldest honor society.
- Recipient of the Jerry Pardue award for non-traditional students in Geography and Geosciences.
- Recipient of the Louis Seig award for an outstanding senior in the Geography Department.
- Inducted into Phi Kappa Phi National Honor Society.
- Inducted into Golden Key National Honor Society.
- Graduate of The Dale Carnegie Course.

Primary Work Experience

Ricketts Law Offices

May, 2008 to present

Clerk

- Draft legal documents including wills, contracts, property settlement agreements, settlement offers, and life estates.
- Draft and file court documents including pleadings, motions, and notices for courts of various counties and divisions.
- Research legal standards and precedent.
- Use Microsoft Excel to calculate damages and asset values in personal injury, property settlement, probate, guardianship, and contract cases.
- Manage case files and participate in client interviews, meetings, and depositions.
- Draft correspondence to clients and opposing counsel.

Ford Motor Company

June, 1999 to June, 2007

Vehicle Assembly Technician

- Assembled products as specified in Quality Process Sheets.
- Continuous Improvement Workgroups recorder, 2000 to 2003.
- Worked with teammates, management, and staff to resolve team issues.

Clarcor / Airguard

August, 1994 to June, 1999

Industrial Engineer & Cost Estimator / Technician

- Drafted, presented and implemented cost reduction projects of more than \$250,000 in 1998.
- Established and achieved annual personal and company goals.
- Developed and presented training seminars for internal and external staff, and clients.
- Drafted and edited documents for ISO (International Standards of Operations) 9001.
- Edited new product specifications for accuracy and ease of manufacture.
- Wrote, edited, and implemented procedures to improve assembly processes and quality.



-Used Microsoft Excel to establish and submit production plans based on available capacity and performance history.

Quinn Pregliasco

Quinn.Pregliasco@student.american.edu, (502) 298-0207

Centennial #204, 4400 Mass Ave. NW, Washington, DC 20016

10504 Forest Glen Lane, Louisville, KY 40223

Education **American University**, Washington DC, expected graduation: May 2011
Bachelor of Arts, Political Science and International Studies (double major)
Overall GPA: 3.7

Experience

Representative Yarmuth, August 2008-present Washington, DC
United States House of Representatives

Intern: logged, responded, and gathered research to assist Legislative Aids with constituent mail, helped catalogue appropriations requests, and assisted the press secretary with annotating radio interviews

Yarmuth for Congress, June 2008-August 2008 Louisville KY

Re-election campaign for Congressman John Yarmuth (KY-03)

Finance Intern: assisted with event invitations, database entry, filing contributions, office duties

Walgreen's, May 2008-August 2008 Louisville, KY

Store Clerk: assisted customers, ran the register, stocked the store

Homemade Ice Cream & Pie Kitchen, May 2008-July 2008 Louisville, KY

Front Clerk: served customers, ran the register

Honors

Presidential Scholar at American University, 2007-present;

American University Dean's List, 2007-2008

National Merit Finalist, 2007

AP Scholar with Honors, 2007

Director's Award: Choir, 2007

Kentucky Governor's Scholar, 2006

Leadership

Women's Initiative at American University 2008-2009

Co-Director of International Issues

Class Officer at Ballard High School 2003-2007

President: 2004-2007

Choir Council at Ballard High School 2005-2007

Co-President

Activities

School of Public Affairs Leadership Program 2007-2008

Designed and implemented a campuswide Darfur Awareness service project including a political panel with ambassadors of Chad and Southern Sudan, representatives from the State Department and the Genocide Intervention Network. The panel was covered nationally by C-SPAN.

American University Gospel Choir 2008-present

American University Choir 2007-2008

Ballard High School Choir 2003-2007

6 concerts per year, culminating with a performance in Carnegie Hall in NYC

Computer Skills



Comprehensive knowledge of Microsoft Office (Word, PowerPoint, Excel, Publisher), Macintosh OSX and Windows Vista operating systems, and internet research
Basic working knowledge of statewide voter file database and Capitol Letters

Pamela Selle

Mailing Address: UB 6557, 408 S Locust St, Greencastle, IN 46135

Contact numbers: (502) 541-4484 (mobile/primary), (502) 454-0582 (home)

Email: pamelaselle_2010@depauw.edu or pamela.selle@gmail.com

EDUCATION

DePauw University, Greencastle, IN, Bachelor of Arts expected December 2009

Major: Economics GPA: 3.71/4.0

Program of Distinction: Information Technology Associate Program/ITAP

Relevant Coursework: Statistics, Accounting, Microeconomics, Macroeconomics, Computer Science

Dean's List, Spring 2008; MHAA Scholarship, 2008; Holton Scholarship Recipient, May 2006

IES Nantes, Nantes, France, Fall 2008, 3 courses taken at Université de Nantes

EXPERIENCE

Information Technology Associates Program

Greencastle, IN

Marketing Developer at the Walden Inn/ITAP Associate, January 2009 – Present

- Examine and evaluate online presence and possibilities for improvement
- Develop social media marketing using Facebook, Youtube, and other outlets

Webmaster at The DePauw, August 2007 – May 2008

- Managed www.thedepauw.com, all associated user accounts, and online activity
- Became Assistant Design Editor second semester and co-designed all Tuesday issues of the twice-a-week paper using InDesign software.

ITAP Apprentice (rotational training) August 2006 – May 2007

Park Community Federal Credit Union

Louisville, KY

Marketing Intern, June 2008 – August 2008

- Designed and wrote published materials using Adobe PhotoShop and InDesign, including a newsletter for the generation Y demographic
- Communicated weekly with web team with revisions to website copy and images

PNC Bank

Louisville, KY

Floating Teller, June 2007 – June 2008

- Performed retail banking transactions and handled cash, up to \$100,000 in a day
- Resolved customer conflicts over overdrafts, funds issues, and authorizations
- Asked back for Winter Break 2007 and Summer 2008 because of performance

ACTIVITIES AND LEADERSHIP

Feminist Majority/Feminista!, *Health Chair, President Emeritus* (March 2007 – Present)

DePauw Ultimate, *Team member* (September 2007 – Present)

- 2 hours of practice per week plus weekend tournament play

Girl Scout Troop 10228, *Asst. leader* (October 2006 – May 2008)

- Assisted meetings of 10 member 2nd grade troop and organized cookie booth sale at DePauw

SKILLS

Computer: Microsoft Office (Excel, PowerPoint, Word, etc.), Adobe Suite, Dreamweaver, website management (College Publisher and self-designed), some knowledge of Java and C++.



Languages: Native English, Conversational French.

Additional Information and Clarification

Daro Mott, Louisville at Work Team
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Louisville, Kentucky 40402
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daro.mott@louisvilleky.gov
<http://www.louisvilleky.gov/recovery>